

PRELIMINARY DAMAGE ASSESSMENT FORMS INSTRUCTIONS – PA-2

Preliminary Damage Assessment Estimates – Site/Category

Category A – Debris Removal. Emergency work to remove and clean up debris off of publicly owned properties.

Category B - Protective Measures. Emergency response activities taken for the protection of lives and property. This can include EOC activations, costs for placing barricades, evacuation, search and rescue, etc.

Category C - Road Systems. Repair of damaged public roads, roads on the federal aid system should be estimated separately.

- When reviewing damages to roads, it is necessary to differentiate between roads that are *on-system roads* versus *off-system roads*.
- *On-system roads* can generally be defined as those roads for which the County receives Federal Aid System funds. Information on damages for on-system roads should be forwarded to the Regional TransAid Engineer, WA State Department of Transportation (WSDOT).

Category D - Water Control Facilities. Damages to dikes, levees, drainage channels, and other similar facilities. As with road systems, it is necessary to differentiate from the facilities that are under other federal jurisdictions such as the U.S. Army Corps of Engineers or the National Resources Conservation Service.

Category E - Public Buildings and Equipment. Damages to publicly owned buildings, their contents, and equipment, including inventory such as refrigerated food items that schools may lose due to power loss.

Category F - Public Utility Systems. Damages to water, sewer, sanitary sewer, electrical and natural gas, or utility systems that are publicly owned or owned by private non-profit organizations.

Category G - Parks and Other. Damages to park facilities, fences, structures, parking lots, fish hatcheries, bird nets. etc. Damages to trees and vegetation are not eligible for inclusion.

The forms are in Excel and should be compatible with most versions of Excel. There are no graphics or advanced functions. **NOTE:** Complete the PA-2 forms **before** completing the PA-1 form.

There is a PA-2 form/page for each damage category (category of work), categories A-G. The cell pointer will move when you use the Tab, Enter, or arrow key. The cell pointer is formatted to move from left to right. A “block” of information is defined as those cells from Site No. to Cost Estimate Team. There are blocks available for 15 sites in Categories A, B, D, E, and G. There are blocks available for 30 sites in Categories C and F.

If there are not enough blocks to enter all of your site information, please contact the Public Assistance staff to obtain the password needed to unprotect the form and add additional site blocks. You will need to perform copy and paste functions. Remember to reformat the Category Total fields to include the blocks that are added. We recommend that the form is re-protected after the additional sites are added.

1. Date. This is a **required** field. You will need to complete this field for each PA-2 form that is completed.
2. County: This is a **required** field. This is a drop-down box. Move to the cell and click on the drop-down button. Scroll down to your county and click on the county's name.

3. Name of Applicant: This is a **required** field. Enter your jurisdiction's name; i.e., Adams County, City of Puyallup, or Orting School District. When this cell is completed for Category A, the information will automatically fill in on the remaining six PA-2 forms and the PA-1 summary sheet. If a Category A page is not completed, the information must be manually entered on each PA-2 form and on the PA-1 form.
4. Name of Applicant Contact: This is a **required** field. This is the person who is knowledgeable about the described damages and will be the point of contact for the initial damage assessment. When the cell for Category A is completed, it will automatically fill in this cell on the remaining forms. If the Category A page is not completed, this cell must be manually entered on each of the remaining pages.
5. E-mail: This is a **required** field. This is the e-mail address for the Applicant Contact. When this cell is completed for Category A, it will automatically fill in this cell on the remaining forms. If the Category A page is not completed, this cell must be manually entered on each of the remaining pages.
6. Phone: This is a **required** field. This is the phone number for the Applicant Contact. When you complete this cell for Category A, it will automatically populate in the remaining pages.
7. Inspectors: The FEMA/State teams, and the local representative, who verify the damages identified for your entity will complete this section for each PA-2 form.
8. Category: This is a protected field and contains the appropriate letter for each Damage Category form that is completed. There is no action required.
9. Category Total – Team/Applicant: These are protected fields and will automatically fill in with the total as each “Cost Estimate – Applicant” or “Cost Estimate – Team” field is completed on the form. There is no action required. However, if you add additional blocks to the form, these fields will require reformatting to include the additional cells in the calculation.
10. Site No.: This is a **required** field. The site numbers are sequential numbers and are dependent upon how many sites you have for a specific category. If this is the first block, fill in the number 1. The next block of information would be Site No. 2 and so on.
11. App ID No.: This field is for your use and is not required. It is provided as a tool to track your projects, sites, departments, budget code, etc. for that specific site.
12. Location: This is a **required** field. Fill in where the damage is located for this site. Depending upon the activity, this might be “county-wide”. Alternatively, it might be a set of city streets from point A to point B, an area surrounding a specific building, or a street address.
13. Latitude and Longitude: If this information is available, please fill in the field. If it is not, the FEMA/State teams will complete this field.
14. Description of Damage: This is a required field. Briefly describe the damage for this site.
15. Impact to Jurisdiction: This is a **required** field. Briefly describe how the damage for this site impacts your jurisdiction. If debris removal was described for #14 above, a related example, “Clearance required for emergency vehicles access.” An example for road repair, “Impacts school bus routes, detour one mile.”

16. % Complete: If you have this information, particularly for Emergency Work in Categories A and B, complete this field. For the other Categories, this field may be 0% - 100%.
17. Applicant's Impacted Department: This is a field for your use and is not required. It is available as a tool to track your projects, sites, departments, etc.
18. Team Comments: This is not a required field for applicants. The FEMA/State teams will complete this field when the damages are verified.
19. Cost Estimate – Applicant: This is a **required** field. Please enter the estimated amount to return the item(s) for this specific site back to its pre-disaster condition. For Debris Removal, Category A, this might be the total amount to clear the debris from all of the roads in your jurisdiction. For Category C, this might be the estimate to repair several damage sites on one stretch of road. This cell will automatically total and fill in the Category Total – Applicant field on this form.
20. Cost Estimate – Team: This is **not** a required field for applicants. It is a required field for the FEMA/State Teams. This cell will automatically total and fill in the Category Total – Team field on this form.

When all of the information for each Category has been entered, print the sheet. It will print all of the data that was entered. The applicant estimate total and the team total for each category will appear on the first page.

Now the Preliminary Damage Assessment Summary, PA-1 form must be completed. This is the last page in the workbook. When the PA-1 form has been completed, you will forward all of the forms to the county emergency management office.

If you are a County or State Agency, you will submit your forms directly to Washington Emergency Management Division. The submission information is located on the instructions for the PA-1 summary sheet.